

RFP # CIP-06-6081001-01-REV1-CT – COURT INTERPRETER RECRUITMENT CAMPAIGN
VENDOR QUESTION AND RESPONSE LOG

No.	Date Question Received	QUESTIONS AND RESPONSES
1	May 17, 2007	<p>Question: Can you provide an approximate or specific budget range for this project?</p> <p>AOC Response: The AOC does not provide a specific budget or budget range for projects. The AOC expects vendors submitting proposals to provide their best pricing, including all costs and fees based on the vendor's work plan to complete the scope of services required by the RFP.</p>
2	May 17, 2007	<p>Question: Have you done a similar campaign in the past or is it the first of its kind?</p> <p>AOC Response: Yes, interpreter recruitment campaigns were conducted in 2002 and 2006.</p>
3	May 17, 2007	<p>Question: Do you have existing, usable collateral materials and/or ads?</p> <p>AOC Response: Although the AOC does have copies of materials used in previous campaigns, these materials are for reference purposes only and are not usable for this campaign.</p>
4	May 17, 2007	<p>Question: Will the contractor be responsible for printing materials?</p> <p>AOC Response: Yes, the selected contractor will be responsible for printing materials.</p>

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5	May 17, 2007	<p>Question: Section 5.0 EVALUATION OF PROPOSALS - Is it correct that proposals may receive up to 100 points and that the contractor will be selected based upon which proposal receives the highest number of those points? Or is there another method of scoring that will be utilized? How will the oral presentations/interviews be evaluated?</p> <p>AOC Response: A review of Section 5.0 indicates errors in the scoring criteria. These errors will be corrected in an upcoming Addendum to this RFP. With respect to the evaluation process, written proposals will be preliminarily evaluated by the AOC's evaluation team based on how a proposal measures up to the individual criteria set forth in the soon to be revised Section 5.0 of the RFP. There will be a maximum of 100 points a proposal may receive. Upon completion of this preliminary evaluation, the evaluation team will determine whether it is necessary to have some or all proposers clarify certain aspects of their submitted proposal, and whether such clarification will be conducted by email, by conference call, or by in-person presentations/interviews. Oral presentations/interviews, if held, are strictly an extension of the preliminary evaluation and are not scored or evaluated separately. Upon completion of the clarification phase, the AOC evaluation team will, as deemed necessary, simply revise their preliminary scoring based on their evaluation of a written proposal and all subsequent clarifying information regarding that proposal.</p> <p>The evaluation team then makes their recommendation for contract award through their management chain to the appropriate AOC Contracting Officer. Contractor selection is generally and typically determined by which proposal receives the highest final total number of points, however, pursuant to Attachment A to the RFP, Administrative Rules, the AOC reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.</p>
6	May 17, 2007	<p>Question: Section 7.0 SPECIFICS OF A RESPONSIVE TECHNICAL PROPOSAL, #7.2.3 - Please clarify what you mean by a description of a proposer's current client base. Does this mean you want a list of all current clients or a list of key clients? Also, what do you mean by characteristics of the largest and smallest client segments? Do you want to know the nature of the businesses of each client or are you expecting the clients to be grouped by category?</p> <p>AOC Response: The AOC is requesting that the vendor provide a list of the bidders' key clients and a brief description of the services provided and populations served by your key clients.</p>
7	May 17, 2007	<p>Question: Section 8.0 COST/FEE PROPOSAL - Is there a specific budget format proposers should use?</p> <p>AOC Response: No specific budget format is required, but in order to consider a proposal complete, all information requested in Section 8.0 must be submitted.</p>

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8	May 17, 2007	<p>Question: Section 8.0 COST/FEE PROPOSAL, # # 8.3 -- Does this mean the <u>only</u> way the selected contractor will be compensated for its work is through hourly charges? Or may the selected contractor also apply markups to vendor costs plus take and/or apply standard advertising industry media commissions to media placed on behalf of the campaign?</p> <p>AOC Response: Payment for the contract work will be fixed. Compensation for work will be made on the completion and acceptance of each deliverable.</p>
9	May 17, 2007	<p>Question: What is the estimated budget? Costs and Fees?</p> <p>AOC Response: The AOC does not provide a specific budget for projects. The AOC expects vendors submitting proposals to provide their best pricing, and their best estimates of costs and fees based on the vendor's work plan to complete the scope of services required by the RFP.</p>
10	May 17, 2007	<p>Question: What is the definition of joint venture?</p> <p>AOC Response: A joint venture is a legal entity in the nature of a partnership jointly undertaking some commercial enterprise. It is a one-time grouping [as a legal entity] of two or more persons in a particular business undertaking, however, unlike a partnership, a joint venture does not entail a continuing relationship among the parties. A joint venture is treated like a partnership for California State and Federal income tax purposes.</p>
11	May 17, 2007	<p>Question: How many contractors or consultants being requested? Are you looking for 1 or 2? In different ethnicity?</p> <p>AOC Response: Only one contractor will be selected.</p>
12	May 17, 2007	<p>Question: Regarding 4.2 on page 7, will the agency assist the consultant with conceptualizing the marketing campaign with things that may have worked in the past, or the mere fact that the agency knows what they are looking for? In other words, does the consultant have to be creative?</p> <p>AOC Response: The AOC will work with the successful bidder on the marketing campaign, but the successful bidder will be expected to develop creative and effective methods to assist in the recruitment of court interpreters. Please refer to Section 2.0 of the RFP</p>
13	May 17, 2007	<p>Question: Regarding 4.2.3 on page 7, is the agency just looking for a clearinghouse to place the advertisements for them?</p> <p>AOC Response: No. Please refer to the Section 2.0, Purpose of This RFP, and Section 4.0, Scope of Services, of the RFP.</p>
<i>End of Questions and Responses</i>		